

OC M-74-660
20 November 1974

MEMORANDUM FOR: Chief, OC-E
Chief, OC-S
Chief, OC-O
Chief, OC-O
Chief, OC-CS
Chief, OC-P&B

SUBJECT : Revision of OC Order 7.6

Attached is a draft revision of OC Order 7.6 covering OC ADP statistical and management application responsibilities. A meeting of the OC ADP Committee has been scheduled for 2 December 1974 to review and possibly revise this draft for final coordination. Please provide your ADP Committee Member with your input or comments for the meeting.

Executive Assistant/OC

Attachment

Distribution:

- 1 - Each Addressee
- 1 - OC ADP SA File
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OC ORDER 7.6

A. GENERAL

The purpose of this order is to establish responsibilities for management and coordination of OC ADP statistical and management applications. This includes the control of OJCS resources allocated to OC and reporting of OC ADP funding and inventory.

B. RESPONSIBILITIES

1. The OC Executive Assistant is responsible for management of the OC allocation of OJCS resources, coordination of OC ADP procurement plans with proper authorities external to the Office, and reporting of the OC ADP equipment inventory. The OC ADP Systems Administrator and the OC ADP Committee assist the Executive Assistant in carrying out these responsibilities.

2. The major OC components are responsible for definition and coordination of their respective ADP requirements within OC, management of allocated OJCS resources, establishment and maintenance of data bases, production of output for operational programs, reporting to the OC ADP/SA planned and actual acquisition and disposal of ADP equipment and software services, and provision of a representative to the OC ADP Committee.

3. The OC ADP Systems Administrator is responsible for:

a. Administering development and implementation of an OC ADP systems plan for automating manual paperwork procedures in management and statistical areas.

b. Serving as alternate to the Executive Assistant as chairman of the OC ADP Committee.

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c. Serving as the OC Action Officer with OJCS for requests for OJCS resources.

d. Compilation and submission of annual OC ADP resource requirements forecasts.

e. Maintenance of data on OC ADP equipment inventory contained in the Agency ADP Management Information System.

4. The OC ADP Committee is responsible for:

a. Screening component requests for OJCS resources and recommending to the Executive Assistant the relative OC priority to be attached.

b. Identifying on-going OC/OJCS ADP activities of least benefit to OC.

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